

John R. Benson  
HSEMD

Andy Buffington  
Communications Center

Vacant  
EMS

Larry Smith  
Emergency Management

Angela Clouser  
Member-At-Large

Ellen Hagen  
Fire Department (Volunteer)

Rob Rotter  
Sheriff's Office

Vacant  
Sheriff's Office

Michele Bischof  
Fire Department

Tom Lampe  
Iowa DPS

Jason Leonard  
Municipal Police  
Department

Carole Lund-Smith  
ILEA

David Ness  
Municipal Police  
Department

Vacant  
Communications Center

Marty Smith  
Iowa DPH

Peter Huffman  
Iowa DOT

Jeffery Swearngin  
Iowa DNR

Patrick Updike  
Iowa DOC

Annette Dunn  
Office of the CIO

Legislative Members  
Senator Jim Lykam  
Senator Tim L. Kapucian  
Representative Bob Kressig  
Representative Jarad Klein

Meeting Minutes  
Iowa Statewide Interoperable Communications System Board  
November 14, 2019  
Des Moines Parks & Rec - Boardroom  
1551 E. Martin Luther King, Jr. Pkwy.  
Des Moines, IA 50317

Meeting called to order by Chair Lampe at 10:30 am.

Conference telephone line was opened for public listening and comment, and for Board members who found it impractical to attend in person.

Twelve voting board members attended, via phone and in-person, establishing a quorum.

**Voting Members in Attendance:** Peter Huffman, Marty Smith, Tom Lampe, John Benson, Andy Buffington, Ellen Hagen, Michele Bischof, David Ness, Jason Leonard, Rob Rotter, Larry Smith, Angela Clouser

**Members via Conference Line:** None.

**Non-Voting in Attendance:** FirstNet Outreach Specialist Shawn Wagner, SWIC Chris Maiers, Administrative Assistant Hollie Davidson

**Absent:** Jeff Swearngin, Patrick Updike, Annette Dunn, Carole Lund-Smith

**Guests:** Douglas Knoll, Tracey Bearden, Rob Dehnert, Blake DeRouchey, Melvin Mercado, David Barnett, Tom Reis, Cindy Heick, Doug McCasland, Crystal McIntyre, Steve Gray, Brad Button, Brian Flynn

**Approval of Agenda:** Peter Huffman made a motion to approve the November meeting agenda. Michele Bischof seconded the motion. All in favor. Motion passes.

**Approval of Minutes:** Larry Smith made a motion to approve the October 2019 meeting minutes. Andy Buffington seconded the motion. All in favor. Motion passes.

**Vice-Chair Nominations & Election:** Andy Buffington nominated David Ness to serve as the new ISICSB Vice-Chair upon the resignation of Vice-Chair Leonard effective after the December 2019 ISICSB meeting. David Ness accepted the nomination. Ellen Hagen made a motion to close the nominations. Peter Huffman seconded the motion. With no further discussion, all in favor. Motion passes, and the ISICSB elects David Ness to serve as the new ISICSB Vice-Chair.

**Chair Nominations & Election:** David Ness nominated and made a motion for Tom Lampe to continue to serve as the ISICSB Chair. Chair Lampe accepts the nomination to serve as ISICSB Chair for the two-year term. However, he would like the Board to keep in mind that he will be eligible and may consider retirement before the two-year term ends. Peter Huffman seconded the motion. With no further discussion, all in favor. Motion passes, and the ISICSB elects Tom Lampe to serve as the ISICSB Chair.

**SWIC Report:** SWIC Maiers gave an update on the recent TIA/TR-8 standards meeting he attended in Charlotte, NC. Discussions at the meeting focused on standards and policies. Some of the more pertinent policies and standards discussed at the meeting included the following:

1. The development of a TDMA Control Channel. A TDMA Control Channel will open up the possibility of expanding the data capacity of the network and the potential for flexibility in the future.
2. An ISSI standard currently in development stages focuses on how radios work with specific talkgroups and dispatch consoles and specific types of radio transmissions.
3. New standards regarding radio antennas that will bring them up to date with current technologies.
4. Review of an over-the-air rekeying standard that made its way through the TIA/TR-8 Committees.
5. A standard addressing potential incompatibility between single key and multi-key radio subscriber units was approved for ballot. SWIC Maiers has already voted "Yes" to approve that standard. SWIC Maiers added that this was one topic that was addressed by the Encryption Subcommittee.
6. There were discussions regarding system performance measurements in areas with high noise levels.

SWIC Maiers reports that he has been elected Chair of the Region 7 National Council of Statewide Interoperability Coordinators (NCSWIC) and will also now serve on the NCSWIC Executive Committee. This opportunity will allow the State of Iowa to offer more feedback and input to NCSWIC and SAFECOM.

SWIC Maiers reports that he has also been appointed Chair of the Joint Technology Policy Committee. One item SWIC Maiers would like to address within this group relates to the issues of non-traditional interference to land mobile radio networks such as wind farm turbines interrupting microwave backhaul in radio networks. The recommendation was approved by the Committee and will be moving to development stages.

SWIC Maiers reports that the final SCIP webinar with the Technology Committee is complete. The SCIP draft should be ready for ISICSB approval at the December ISICSB meeting.

We have received the StatusBoard source code from Minnesota. The source code is downloaded and work to compile it and build the database is in progress. SWIC Maiers hopes to have this launched by the end of Q1 2020 and is currently looking for PSAPs to be a part of a pilot test program.

**E911 Council Report & E911 Program Manager:** 911 Program Manager Blake DeRouchey reported that Text-to-911 Transfers are now available, and PSAP's are currently conducting controlled tests of the Text-to-911 Transfer capabilities. Results of those tests and a possible white paper will be made available. Mr. DeRouchey recommended that PSAPs have cheat sheets and presets available for these transfers.

The 911 Council has approved the following training course requests:

- Linn County – Complacency, Cannibalism, and Critical Thinking
- APCO – Power of Peer Support
- Cerro Gordo – 911's Least Wanted, Am I Just a Dispatcher

Mr. DeRouchey reports that the training funds are now exhausted, and there will be no further training monies available until July 1, 2020.

Mr. DeRouchey gave an update regarding the Shared Services process and reports that there ten PSAPs are running on the Zetron Shared Services. Two of these PSAPs are DPS, and JFHQ will be joining in December.

Regarding virtual consolidation, there is continued transition with the wireline onto the Next Generation Network. Those transitions should take place between May and August.

Rob Rotter requested clarification on the start and endpoints of the transfers. Mr. DeRouchey gave further clarification on how the process works along borders and the interstate system. Mr. DeRouchey clarified for Larry Smith that the dispatcher has to close the 911 Text session. Andy Buffington requested information on how the 911 Texts will be archived.

**User Group Committee:** User Group Committee (UGC) Chair Andy Buffington reports that there are three new applications up for approval in New Business.

UGC Chair Buffington reports that there is a lack of participation in Regions 3, 4, and 6, and he encourages people to participate in the RIC Committees for information and feedback.

**Finance Report:** Finance Committee Chair Hagen reports that the monthly net expenditures during October for the Interoperable and Broadband Communications Fund were \$11,672. The October ending balance was \$180,348. Monthly expenditures during October for the SLIGP 2.0 were \$14,345. Of that amount, \$11,476 were federal expenditures. The remaining federal amount available from the SLIGP 2.0 Grant is \$397,027.

Chair Hagen reports that the SLIGP 2.0 Grant ends on February 29, 2020. However, there are ongoing discussions taking place regarding an extension of the grant funds.

The Finance Committee approved a request for three 12-position battery chargers for the East STR Trailer.

Chair Lampe added that there is a meeting with Carolyn Dunn (SLIGP 2.0 Grant Manager) on December 3, 2019. The grant extension and cash/in-kind match will be discussed with her at this meeting.

**Governance Committee:** Governance Chair Benson reports that there is an amendment to the MOU between the State of Iowa and the State of Illinois. The updated MOU is up for approval in New Business.

Chair Lampe requested that the Governance Committee review and update the current by-laws that are in place.

**Operations Committee:** Operations Committee Chair Bischof reports that the single policy regarding ISICSB-provided control stations is ready to forward on to the Standards Working Group.

The Operations Committee is continuing to work on legacy systems referenced in the 2017 SCIP.

**Outreach Committee:** Outreach Committee Chair Hagen reports that the Committee continues to share information with agencies across the State of Iowa.

Chair Lampe reports that changes to the ISICSB website are in progress to help make the website more user-friendly and thanked Hollie Davidson for her work to update the website.

**FirstNet Outreach Specialist Report:** FirstNet Outreach Specialist Shawn Wagner reports that there is a RIC 2 PSAP training scheduled for December 4, 2019, at the Cerro Gordo Sheriff's Office in Mason City.

There are plans in progress for a RIC 6 Outreach Event in January 2020. At this event, Mr. Wagner will attempt to encourage attendees to participate in the RIC committees.

Mr. Wagner reports that he has received and address valuable feedback regarding improvements to the monthly newsletter.

**Training/Exercise Committee:** SWIC Maiers reports that there was a COMT course completed in September.

There will be a COML course held in Burlington the week of November 18, 2019. As of the date of the meeting, there were sixteen registrants for the course.

There is an Incident Tactical Dispatcher course scheduled for January 28-30, 2020, in Carroll, Iowa. A registration form will be posted soon to the ISICSB website.

SWIC Maiers reported that the use of JotForm has made course sign-ups much easier to track.

The updated COMU policy is nearly complete and should be before the ISICSB for approval in December.

**Technology Committee:** Technology Committee Vice-Chair Rob Dehnert reports that the committee met twice since the last ISICSB meeting. Discussions took place regarding the finalization of the Technology section of the Iowa 2019 SCIP.

The Technology Committee also discussed the co-location document. The document has moved to the Operations Committee, as well as the Attorney General's Office for further review.

Vice-Chair Dehnert reports that the Technology Committee is currently discussing the possible outcomes of any convergence of LMR and LTE.

**FirstNet Broadband Committee:** FirstNet Committee Chair Bischof reports that the recent FirstNet meetings centered around webinars discussing the FirstNet/AT&T Local Control Portal and Uplift Tools.

The FirstNet Committee is planning a trip to the FirstNet Lab in Boulder, Colorado. Tentative dates include late January or February 2020. This will be a learning experience for the Committee to fully understand the various aspects of FirstNet testing, deployment, and management.

**LEA Committee:** LEA Committee Vice-Chair Rob Rotter reports that the LEA Committee reviewed the proposed LEA Countdown Ticker and on-air dispatch message.

The LEA Committee discussed work on co-location sites. This work was expected to be completed by the ISICSB meeting.

Vice-Chair Rotter also emphasized the importance of RIC Committee member involvement. Chair Lampe agreed that the RICs would be a great avenue to share information on the use of ISICS and interoperable events.

**Other Reports:**

## Board Information Sharing:

SWIC Maiers reports that, to date, there have been approximately 70 successful consolette/control station test calls. Two consolettes have yet to be delivered. Software fixes from a manufacturer are still necessary for one. Regents Schools were also added since most of them have a public safety dispatch center. Approximately twenty-five test calls remain. The next round of test calls will take place on November 22, 2019.

---

Marty Smith reports that the Iowa Department of Public Health has notified all public health agencies across the state of Iowa that they must transition to the new ISICS radio network by January 1, 2020.

Marty Smith reports that he has accepted a position with another state agency. As a result, he will no longer serve on the ISICSB effective at the end of the November meeting. Contact Cindy Heick until the position is filled.

---

Michele Bischof stated that the ISICSB needs to be cognizant and prepared for the possible retirement of Chair Lampe.

---

Ellen Hagen reported that Hamilton County is going through the testing process for its ISICS subsystem.

---

Chair Lampe displayed and discussed the Genesis program, which monitors the radio system.

---

Motorola Project Manager ISICS Update: Motorola Solutions Manager Melvin Mercado gave the Motorola Project Update. Mr. Mercado displayed a slide covering the following current actions:

- Complete Hardin tower – waiting for legal agreement to complete overall landscaping and road at the site
- Rock Rapids – permit is approved, construction has started, tower is delivered, completion by end of 2019
- Complete alarm testing/wiring at site shelters
- Complete DAQ coverage testing
- Complete Function Acceptance Test Plan (digital/email notifications of events)

- Other function acceptance tests have already passed
- Continue on-site walks

Larry Smith asked for clarification on the LP alarms at the sites. Mr. Mercado discussed how the alarms are set for the tanks and stated they could be adjusted to account for various things.

---

FirstNet/AT&T Update: FirstNet/AT&T Representative David Barnett reports that he, Chair Lampe, and other stakeholders recently met with Governor Reynolds for an update on the FirstNet buildout. Governor Reynolds was very pleased with the progress, and feedback was positive.

Since the October ISICSB meeting, twelve additional sites are now live. These sites include the following: Tripoli, Lohrville, Marble Rock, Bagley, Stanhope, Buckeye, Salem, Cresco, Hedrick, Fremont, Coggin, and the University of Iowa. Mr. Barnett will be testing the performance of FirstNet at a University of Iowa Football gam.

As of date, 131 total sites are built and live since Iowa opt-in.

---

CISA/ECD Update: SWIC Maiers gave the CISA/ECD update per Jim Lundsted's absence. SWIC Maiers reports that the revisions to the 2019 National Emergency Communications Plan (NECP) are complete, and officially the document has been released. Several Iowa stakeholders were able to participate in the process and offer feedback.

---

Standards Working Group: No report

**Old Business:** None

**New Business:** UGC Chair Buffington made a motion to approve the following users: Level 1 – Palo Alto County EMA. Level 1 – Fayette County. Level 2 – Lee County. David Ness seconded the motion. All in favor. Motion Passes.

---

Governance Chair Benson made a motion to approve the amended MOU regarding interstate communications intentions between the State of Illinois and the State of Iowa. Michele Bischof seconded the motion. All in favor. Motion passes.

---

LEA Committee Vice-Chair Rotter made a motion to approve the LEA End of Support Countdown Ticker and the LEA End of Support On-Air Announcement. Larry Smith requested linking the ticker to the information previously released in which explains the LEA End of Life. With no further discussion, Ellen Hagen seconded the motion. All in favor. Motion passes.

**Public Comment:** None

**Motion to Adjourn:** John Benson made a motion to adjourn the meeting. Peter Huffman seconded the motion. All in favor. Meeting adjourned at 11:50 a.m.

YouTube link for the November 2019 ISICSB Board Meeting:  
<https://www.youtube.com/watch?v=i9vumVveRXg>